Rattlesnake Staff Meeting

Agenda

1/4/12

Questions about phone tree? Be sure to read the instructions at the bottom of the page

Welcome to Rattlesnake Ron Cook- new night custodian

Duty roster- Important we get out there when it is our turn, liability issue

Reminder- Teach To’s, Teach To’s, Teach To’s

* Today- PTA meeting in FCC
* January 5- Early Out- Grade Level- post synopsis on wiki- **remember to use fire fox**(see back of page)
* January 5- Green Ticket drawing in lunchroom
* January 9-20 MAP testing
* January 10- April PIR planning day committee 3:30 in computer lab
* January 10- Butch’s retirement party at Montana Club on Reserve at 5:30
* January 11- PAC meeting
* January 12- Early Out- Individual
* January 12- 3:30-4:15 Informal chat with Dr. Apostle
* **January 13- Midterm**
* January 16- No School MLK
* January 17- Staff meeting
* January 19- Early Out- all staff in computer lab
* January 20- Unit 3 assessments due Grades 2-5
* January 23, 25, & 27- Benchmark DIBELS assessment
* January 24- Author visit- Sneed Collard
* January 24- PIR planning meeting at 3:30
* January 26- Early Out- Grade Level
* January 27- 4th Grade Symphony field trip leave at 12:30
* February 1- Staff meeting
* February 1- PTA meeting at 11:15
* February 2- Early Out- Grade Level- post synopis on wiki
* February 3- Green Ticket drawing
* February 8- PAC meeting
* February 9- 8:30-10:30- Board Trustee visit to Rattlesnake
* February 9- Early Out- Individual
* February 9- 2:30-4:00 opportunity to visit with Heather Davis-Schmidt

How to Post a Synopsis to Wiki

-Download Firefox onto your computer

-Create and type your one or two paragraph Synopsis on Microsoft Word and save in your file (remember the name you give the Synopsis, ie. 12-8-11 Synopsis and where you saved it)

-Login to MCPS Wiki Page

-Click on “Upload Files” located on left side of page

-Click on Browse button and go to your Synopsis file, choose it and open it.

-Go to bottom of the wiki page and click on Upload, wait until screen confirms file was uploaded

-Click on MCPS wiki main page

-Navigate to Rattlesnake Elementary School- click on it

-Now choose your specific grade or speciality

-Click Edit then choose “Rich editor”

-You will see specific dates under Meeting Synopsis, Highlight specific date

-Click once on Insert/Edit Link (remember if you hover on each icon they will tell you what they are)

-In box under Link type media: followed by name of file you have uploaded, it should appear in the box below, choose it and click on OK

-Now go to bottom of page and SAVE

**-A question comes up at top of page you must answer and press Enter**

If you don’t do this you have to repeat everything going back to uploading file